

## ACCOUNTANT III

- The current vacancy is in the Milwaukee Water Works. The eligible list resulting from this examination may also be used to fill positions not only in the Water Department, but also in other City of Milwaukee departments.
- The Milwaukee Water Works provides safe, abundant drinking water to residents and businesses in Milwaukee and 15 neighboring communities.

**THE PURPOSE:** The Accountant III performs financial and cost accounting duties related to Milwaukee Water Works' capital and operating & maintenance (O&M) projects, construction contracts, fixed assets capitalization and retirement, and inventory.

### ESSENTIAL FUNCTIONS:

- Maintain Milwaukee Water Works' fixed asset records, including detailed schedules for water mains, valves, and hydrants as well as capitalization and retirement of fixed assets.
- Maintain financial records of all Water Works' water main and plant projects and related approved budgets, including numbering assignments of capital and operating & maintenance (O&M) projects and their fund authorizations.
- Transfer funds between capital parent projects and/or segments as needed. Work with the Office of the Comptroller and the DPW Infrastructure-Accounting section to set up budget lines and required funding.
- Serve as the main contact person for all Water Works' construction contracts. Review bids from contractors for fund availability and resolutions sent to the Office of the Comptroller for encumbrance; review contract payments and change orders.
- Review as-built-drawings from Engineering-Construction pertaining to suburban municipalities for billing, and request contract amounts for capitalization of Contributions-in-Aid-of-Construction (CIAC).
- Prepare cost estimates and billings for relocation of or alterations to Water Works' infrastructure to accommodate other utilities, the Milwaukee Metropolitan Sewerage District (MMSD), developers, and others, as well as for vacation of public right-of-way.
- Monitor and maintain records of developer deposits through DPW-Administration, and process any necessary billings and refunds.
- Assist the Engineering Section and others with estimating remaining fair value of assets to be abandoned due to vacation of public right-of-ways, and maintain Unit Cost book used for retirements of water mains and the calculation of remaining fair values.
- Work with DPW Inventory Manager on inventory transactions, inventory valuation and reconciliation, and transfer of funds to projects that fail budget check due to insufficient funds. Provide price for sale of inventory items to private contractors for installations.
- Perform other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in accounting from an accredited college or university.  
**NOTE:** Copies of transcripts should be submitted with application **-OR-** sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Three years of professional experience performing general accounting and financial analysis.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

### DESIRABLE QUALIFICATIONS:

- Certified Public Accountant (CPA) designation.
- Knowledge of governmental accounting and reporting.
- Experience with Oracle's PeopleSoft Enterprise financials software.

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and accounting theory and practices.
- Knowledge of financial management and other software programs, particularly spreadsheet and word processing.
- Honesty and integrity.
- Strong math, analytical, and problem-solving skills.
- Attention to detail.
- Ability to work both independently and as a team member.
- Excellent oral and written communication skills, including the ability to convey technical information clearly.
- Interpersonal and customer service skills.
- Ability to make assignments to and review the work of an accounting assistant.
- Ability to effectively prioritize, organize, and accomplish work.

**THE CURRENT SALARY RANGE (006) IS:** \$50,206 to \$70,295 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 12, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.